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Supported Housing Officer

Gloucester Projects

Hours: 15 hours per week. The service is staffed Monday to Friday 0900-1700 hrs

Part of the: Support Services Department

Responsible to: Team Leader

Purpose

To work as part of the Gloucester project team to deliver psychologically informed housing and support services to vulnerable young parents who have a support need. This includes working with them to secure more permanent suitable move-on accommodation and supporting them to develop the skills to maintain their tenure successfully and contribute positively to the communities in which they live.

Responsibilities: A Supported Housing Officer will:

| ✓ | Establish and maintain trusting relationships with individuals, maintaining regular contact and facilitating a co -produced planned programme of support. | ✓ | Assess the support needs and risks of individuals i line with organisational Support Delivery and Risk Management procedures. |
|--------------|---|--------------|--|
| \checkmark | Assist individuals to identify and access appropriate move on accommodation. | \checkmark | Promote opportunities and encourage the raising of aspirations of the individuals you support in education, training, and employment. |
| \checkmark | Monitor and manage rent accounts, ensuring arrears are addressed in line with organisational procedure. | \checkmark | Deliver welfare benefits and budgeting advice to individuals to ensure their income is maximised and financial resilience and capacity increased . |
| \checkmark | Participate in undertaking Health and Safety checks and inspections. Proactively contribute and support the Team Leader to ensure the service and building are in line | \checkmark | Achieve individual KPIs whilst working in accordance with all relevant policies and procedures. |
| | with our Health and Safety Compliance Framework. | | Facilitate a workshop that you can lead on with th individuals. |
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Work in partnership with external agencies to facilitate the effective delivery of support and improve outcomes for those receiving our services.



Safeguard the welfare vulnerable clients in line with organisational safeguarding polices and local procedures.



Be responsible for attending and completing mandatory and other required training, development, and online courses, with a commitment to continual professional development.



Work positively with change and contribute to the development of services as and when required.

Use IT effectively, working alongside colleagues and the Team Leader to maintain an effective case management and monitoring system and contribute to reports, as necessary.

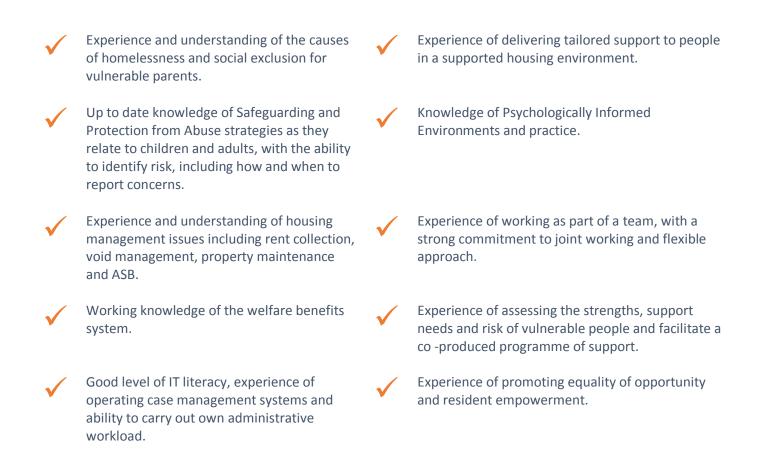


Deliver a diverse and culturally sensitive service, promoting equality of opportunity within all aspects of the role and wider service.



Work across services as and when required to ensure the delivery of the wider support service is maintained.

Qualifications and Experience: In this role a Supported Housing Officer will need the following:



It would be great if you could also:



Demonstrate knowledge and experience of promoting parenting skills and healthy routines.

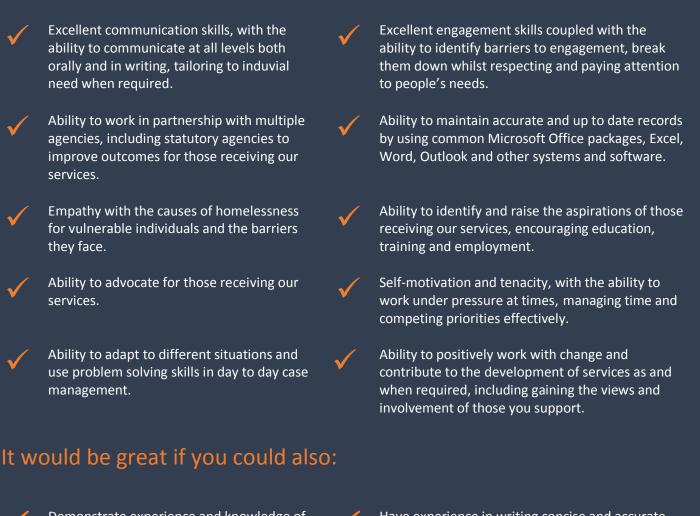
Have experience of supporting people who are survivors of domestic abuse, or currently experiencing it.



Have experience of supporting people with mental ill health.

Have experience of delivering strength based and trauma informed support.

Skills and Abilities: In this role a Supported Housing Officer will need the following:



Demonstrate experience and knowledge of participating in, and facilitating Reflective Practice.

 \checkmark

Have experience in writing concise and accurate safeguarding reports.

Values:

Elim's customers include families and single people living in our properties for rent, young people undertaking apprenticeships or training, clients within our support services and people buying houses that we have developed, among others. We have the same aim for all these relationships: to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully.

A Supported Housing Officer lives by the Elim CAREs values:



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GENEROUS ANNUAL LEAVE ENTITLEMENT

Employees receive 25 days paid annual leave, rising by 1 day for each complete year of service to a maximum of 30 days.



LEARNING AND DEVELOPMENT We believe in developing our staff and investing in your learning and training.



PENSION AND LIFE ASSURANCE We are a member of the Social Housing Pension Scheme



FLEXIBLE WORKING

We do all we can to encourage a healthy work-life balance.



MILEAGE EXPENSES

We pay mileage expenses at a rate of 45p per mile.



HEALTHSHIELD BENEFITS

Benefits available include: Employee assistance programme, healthcare cashback and shopping discounts